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PERSONNEL  
1955

## REASSIGNMENT

## REASSIGNMENT UPON REQUEST OF EMPLOYEE

Rescission: Paragraph B(3) of CIA Regulation [REDACTED] dated 5 June 19525X1A

## CONTENTS

|                       | Page |
|-----------------------|------|
| GENERAL.....          |      |
| POLICY.....           |      |
| RESPONSIBILITIES..... |      |
| PROCEDURES.....       |      |

## 1. GENERAL

This regulation states Agency policy, procedures, and responsibilities for acting on an employee's request for reassignment with due consideration being given to the best interests of the employee and the Agency.

## 2. POLICY

- a. The Central Intelligence Agency will endeavor to reassign an employee at his request whenever it is established that such reassignment is necessary to utilize his current capabilities or his future possibilities more fully, to retain the services of a competent employee, or in any other situation in which responsible officials have determined that reassignment is indicated.
- b. An employee who initiates a formal request for reassignment will receive objective consideration of that request based on an evaluation of his capabilities, interests, and circumstances in relation to the needs of the Agency, and the request shall not be considered the basis for any future prejudicial action concerning him.
- c. An effective release date will be determined by negotiation between the gaining and losing components. The date agreed upon shall be the most equitable date to both the Agency and the employee. Employees will be released for reassignment as soon as possible after arrangements have been completed. Once a reassignment has been agreed to, it will be effected within 90 days unless all parties to the transaction agree to an extension of time.
- d. Under no circumstances will a supervisor advise an employee to seek another assignment through unofficial contacts. Further, no supervisor will interview or seek the reassignment of an employee of another component unless the employee has been referred by the Head of the employee's Career Service or the Office of Personnel.

PERSONNEL  
1955

### 3. RESPONSIBILITIES

#### a. SUPERVISORS AND OPERATING OFFICIALS\*

Supervisors and Operating Officials are responsible for ensuring that objective consideration is given to an employee's request for reassignment within the time limitation imposed by this regulation. They will further ensure that reasonable, objective negotiations for release of employees from their area are conducted when they are approached for release dates. Each supervisor is responsible for ensuring that employees under his direction are informed of the provisions of this regulation.

#### b. HEADS OF CAREER SERVICES

Heads of Career Services are responsible for planning the rotation and reassignment of members of their Career Service, for reviewing requests to reassign members in a manner which will enable that Career Service to meet long-range personnel requirements through orderly processes, and for recommending appropriate action in reassignment cases to the Director of Personnel.

#### c. DIRECTOR OF PERSONNEL

The Director of Personnel is responsible for monitoring all reassignment activities, for actively engaging in reassignment efforts whenever such action is warranted, for assisting Operating Officials in resolving reassignment problems, and for referring cases to the appropriate Deputy Director(s) for decision when agreement cannot be reached between the Operating Officials concerned.

### 4. PROCEDURES

#### a. EMPLOYEE REQUEST FOR REASSIGNMENT

- (1) An employee who desires to make a formal request for a change of assignment will prepare a memorandum request, in triplicate,

\* Operating Officials include: Chiefs of Senior Staffs and Area Divisions under jurisdiction of the Deputy Director (Plans); Assistant Directors under jurisdiction of the Deputy Director (Intelligence); and Chiefs of Staffs, the Comptroller, the General Counsel, and Directors of Offices under jurisdiction of the Deputy Director (Support).

S-E-C-R-E-T

25X1A

PERSONNEL  
1955

addressed to the Head of his Career Service or, within the Clandestine Services Career Service, to the head of his appropriate Career Panel. In the memorandum he will set forth his reasons for desiring reassignment and indicate the area and the nature of assignment he desires. He will transmit the original to his supervisor for comment and forwarding through channels to the addressee; he will forward a copy to the Office of Personnel (Placement and Utilization Division), and transmit the remaining copy to the personnel officer of his Office or division.

- (2) The Head of the Career Service or Panel, as appropriate, will, within 30 days, propose a reassignment, make the individual available to other components for reassignment, or otherwise resolve the request to the satisfaction of the employee concerned. During this period the Office of Personnel will provide advice and assistance to the employee and the offices concerned.
- (3) If the request has not been satisfactorily resolved within the 30-day period, the Director of Personnel will assume responsibility for reviewing the case to determine whether additional reassignment efforts should be made or whether the employee should be advised to remain in his present position. The Director of Personnel will advise the employee of his decision. The supervisor and Office or division personnel officer who were sent copies of the employee's request will also be informed by the Director of Personnel of his decision.
- (4) If, at any time during the period of negotiation for reassignment, a Fitness Report is required, and the Report last compiled concerning the employee is no longer applicable, the Office of Personnel may request that a current one be prepared. Supervisors will be responsible for ensuring prompt preparation of a Fitness Report if one is requested.

b. REASSIGNMENT TO PREVENT RESIGNATION

If the Director of Personnel receives formal notification of the intent of a competent employee to resign, and it is considered desirable to retain his services, the Director of Personnel will

S-E-C-R-E-T

S-E-C-R-E-T

25X1A

DECLASSIFICATION

PERSONNEL

1955

take any possible emergency reassignment action. Strict adherence to the provisions of [REDACTED], Interviews with Personnel Considering Resignation, will be required if the Director of Personnel is to receive a case of this type in time to take effective remedial action.

25X1A

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